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## Transaction Manager Resume

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### Job Objective

Long time Transaction Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

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### Highlights of Qualifications:

- Experience in evaluating legal documents, administering all transaction related documents and managing commercial real estate transactions
  - Deep knowledge of commercial real estate practices and principles
  - Operational knowledge of debt capital markets, mutual funds and securities
  - Exceptional ability to analyze and interpret complex business documents
  - Ability to prepare and present effective presentation to clients and co workers
  - Ability to make effective presentations on general topics
  - Remarkable skills to review all documents for loopholes
  - Ability to effectively present information to an internal group
  - Proficient in handling multiple project at a time
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### Professional Experience:

Transaction Manager  
Kelly Services, Fresno, CA  
October 2008 – Present

- Assisted customers in all real estate transactions and prepared contracts and carried various negotiations according to customer need.
- Managed all number of transactions for organization.
- Monitored real estate requirements for customers such as evaluated growth projections and managed all critical dates related to real estate.
- Administered transactions and implemented all standardization of processes.
- Prepared various documents for deal such as project plans, proposal packaged, letters of intent and area plans for customers.
- Organized reports and prepared presentation to be submitted to various parties.
- Coordinated with customers and understood all needs and prepared real estate goals accordingly.
- Ensured compliance to all state real estate plans.

Transaction Analyst  
Ernst & Young, Fresno, CA  
May 1998 – July 2003

- Assisted closing department in developing and analyzing complex financial data and prepared papers on purchase and sale of investment properties.
- Reviewed financial data and interpreted it for financial probability.
- Evaluated cost of projects and performed cost benefit analysis on various development projects.
- Monitored all existing clients and its various portfolios.
- Managed all transaction events.

Transaction Coordinator  
Compass Group, Fresno, CA  
August 2003 – September 2008

- Coordinated with Transaction Management team and analyzed cash flow and transaction.
  - Managed and prepared all real estate requirements such as growth projections and evaluating business strategies.
  - Monitored implementation of local transactions.
  - Administered real estate system such as keeping track of all lease information, capital expenditures and rental rates of area.
  - Assisted in real estate transactions such as lease administration and negotiation.
  - Ensured implementation of quality program.
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### Education:

Bachelor's Degree in Finance  
Lake Erie College, Painesville, OH

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